

DIVISION OF HEALTH SERVICES REGULATION
ASSISTED LIVING RESIDENCE ADMINISTRATOR CERTIFICATION BOARD

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Friday, October 3, 2014
9:00 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Jean Costa
Carol Hamel
Mark Lescault
Karen Peck

BOARD MEMBERS NOT IN ATTENDANCE

James Flanagan, Chairperson

STAFF MEMBERS IN ATTENDANCE

Amy Coleman, Legal Counsel
Andrew Powers, Chief Health Program Evaluator
Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Assisted Living Residence Administrator Certification Board was held on Friday, October 3, 2014, at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 9:00 am on a motion by Jean Costa and seconded by Karen Peck. Motion carried.

2. Presentation of the May 28, 2014 Open Session Meeting Minutes

Motion was made by Jean Costa and seconded by Karen Peck to accept the Open Session minutes of May 28, 2014. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

a. Confidentiality Agreement

The Confidentiality Agreement was signed by all present board members.

b. Board Member packet

A packet containing the statute, rules and regulations, and application was distributed to all present board members.

c. Application Process

Donna Valletta informed the board members that Assisted Living Residence Administrator applications require review at a board meeting. The Department may review and approve applications outside of scheduled board meetings to accommodate the needs of applicants and prospective employers. Applications that require further clarification of credentials will be deferred to the next scheduled board meeting for review by board members.

d. Review of applications for Assisted Living Residence Administrator

The board reviewed and approved 7 applications; Karen Pack was recused from the review of one application.

e. Complaint Management

Donna Valletta advised that the Department created template letters and Consent Orders, which were approved by Legal Counsel, for all Board Managers to use to ensure consistency in complaint and board management activity.

- f. Community Review Meeting - Tuesday, October 14, 2014 at 10:00 AM, Cannon Building Auditorium to seek input on *Rules and Regulations for Licensing Assisted Living Residences (R23-17.4-ALR)*
An announcement was made regarding the upcoming meeting; members were previously informed.
- g. Summary of Significant Changes to Rules and Regulations for Licensing Assisted Living Residences September 2014, prepared by Andrew Powers
The summary was distributed, however, all members had received the summary. Andrew Powers reviewed the document.

4. Chairperson's Designee Report

- a. Schedule board meeting to propose changes to the *Rules and Regulations for the Certification of Administrators of Assisted Living Residences (R23-17.4-ALA)*

Motion was made by Mark Lescault, the Chairperson's designee, and seconded by Jean Costa to schedule a board meeting to discuss and propose changes to the *Rules and Regulations for the Certification of Administrators of Assisted Living Residences (R23-17.4-ALA)*. The board members agreed to continue to schedule board meetings on Fridays at 9:00 am and proposed to meet on October 31, 2014 or November 14, 2014.

5. Motion to adjourn to Closed Session

Motion was made by Karen Peck and seconded by Carol Hamel to adjourn to Closed Session at 9:53 am. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

6. Motion to return to Open Session

Motion was made by Karen Peck and seconded by Carol Hamel at 10:15 am to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

7. Final Actions on all votes taken in Closed Session

The board reviewed and proposed action on 1 case.

8. Adjournment

The next Assisted Living Residence Administrator Certification Board meeting will be held either Friday, October 31, 2014 or Friday, November 14, 2014 at 9:00 am at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Karen Peck and seconded by Jean Costa to adjourn at 10:20 am. Motion carried.

Respectfully submitted,

Donna Valletta

Donna Valletta
Board Manager
Office of Health Professionals Regulation